


















Section 5. FSR (Financial Summary Report)

When the grant has hit the “Grant Executed status” the grantee will be ready to draw money down in the MATT 2.0 by using the FSR’s.

The grantee will go to the Forms menu and go down to the reports section to the report called Financial Status Report.

Forms

| Status | Page Name |
|---|---|
| Grant Information | |
|  | Pre-Disbursement Conditions |
|  | Program Description |
|  | Grant Documents |
| Budget | |
|  | Grant Budget |
|  | Grant Expenditures |
|  | Returned Funds |
|  | Outcomes Report |
| Amendment | |
|  | Amendment History |
| Recaptures | |
|  | Grant Budget Recaptures |
|  | Recapture History |
|  | Recapture History - By Category |
| History | |
|  | Closeout Tracking |
|  | Grant Comments |
|  | Monitoring Visits |
| Reports | |
|  | Activities Report |
|  | Financial Status Reports |
| Administrative Tools | |
|  | Change the Status |

The Grantee Staff that are allowed to create an FSR is the Authorized Official, Authorized Signer, and the Administrative. When they click on the FSR Report page they will select a button called initialize FSR.

Export Results to Results Per Page Sort By ASCENDING

Number of Results 2











Results

| FSR Number | Status | Total Requested Amount | Check Number | Check Date | Final FSR? |
|--------------------------------|--------|------------------------|--------------|------------|------------|
| Initialize FSR | | | | | |
| 1 | | | | | |

When the initialize FSR button is select the FSR will open into a new document. The grantee will begin to fill out the Financial Status Report/Payment Request, Expense Detail, and the Supporting Documentation pages.

| Info | Document Type | Organization |
|------|---------------|----------------------------|
| | FSR | Non Profit |

Forms

| Status | Page Name |
|---|---|
|  | Financial Status Report/Payment Request ✓ |
|  | Expense Detail ✓ |
|  | OPAL FSR Comments |
|  | Supporting Documentation ✓ |
|  | HUD Draws |
| Administrative Tools | |
|  | Process Flow Snapshot |
|  | Change the Status |
|  | Status History |
|  | Examine Related Items |
|  | Add/Edit People |

Financial Status Report/Payment Request

On the First page the grantee will have to fill out the Final Report period yes or no, the current report period, and that is it. We are trying NOT to do advances, and a comment is an option but not required. The report period must be within the term of the grant and must cover all invoice dates inputted on the expense detail page. Save/NEXT

| | | | |
|-----------------------|--------------------------|------------------------|---|
| % of Grant Paid Out: | 0% | Request #: | 1 |
| Term: | 10/04/2018 to 10/05/2020 | Final Report: | Yes <input type="radio"/> No <input checked="" type="radio"/> |
| Max Deviation: | | Status: | FSR in Progress |
| Current Deviation: | | Current Report Period: | <input type="text"/> to <input type="text"/> |
| Payee: | | Check Date: | |
| Environ. Release Date | | Check #: | |
| | | Check Amount: | |

Comments to the Review Team from the Grantee:

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0 of 500

| Budget Categories | Approved Budget | Previous Expenditures | This Period Expenditures | Total Expenditures | Current Balance |
|---|------------------|-----------------------|--------------------------|--------------------|------------------|
| Homeowner Assistance/Rehab | \$80,000 | \$0 | \$0 | \$0 | \$80,000 |
| Homebuyer Assistance/Rehab | \$240,940 | \$0 | \$0 | \$0 | \$240,940 |
| Homebuyer Assistance/New Construction | \$0 | \$0 | \$0 | \$0 | \$0 |
| Homebuyer Assistance/DPA | \$24,000 | \$0 | \$0 | \$0 | \$24,000 |
| HDF Activities | \$0 | \$0 | \$0 | \$0 | \$0 |
| Administrative Costs / Administrative Costs | \$10,000 | \$0 | \$0 | \$0 | \$10,000 |
| TOTAL | \$354,940 | \$0 | \$0 | \$0 | \$354,940 |

| | |
|--|----------------------|
| Requested Advance | <input type="text"/> |
| Advances and Reimbursements Previously Requested | \$0 |
| Cash on hand | \$0 |
| Requested Reimbursement | \$0 |
| TOTAL PAYMENT REQUESTED | \$0 |

Expense Detail

The next page is the expense detail page. The grantee will have to select the activity from the drop down, the invoice date, description, amount of invoice and amount billed to MSHDA. (Skip Activity billing summary) only applies to HOME.

EXPENSE DETAIL

Instructions:

1. Use the form below to report expenditures incurred during this report period.
2. For each expense item, enter in all pertinent information and Save.
3. When you are finished, click on the Expense Summary tab to view your Financial Status Report.

Expense Detail

Add an Expense Item

Activity

Administrative Costs, Hard Costs Bal.: \$10,000.00 *

Developer Item Fee?

☐

Invoice Date

Description

0 of 1000

Amount of Invoice

Amount billed to MSHDA

Expenses incurred during the current report period

| Delete? | Budget Category | Item | Activity | Developer Fee Item? | Invoice Date | Description | Amount of Invoice | Amount Billed to MSHDA |
|--------------------------|-----------------|------|----------|--------------------------|--------------|-------------|-------------------|------------------------|
| <input type="checkbox"/> | | | | <input type="checkbox"/> | | | | |

TOTAL:

\$0

Supporting Documentation

The next page the grantee will go to is the supporting documentation page. The grantee should be selecting expenses submitted, supporting documents required, and upload the invoices. Save.

SUPPORTING DOCUMENTATION

Please submit documentation supporting expenses.

1. Click on the browse button below and select the supporting documentation to upload
2. Click on the save button above

- ☐ Advance only, no supporting documents required.
- ☐ Expenses submitted, supporting documents required.

Description:

Date:

After those three pages are filled out the grantees authorized signer will have to submit the FSR to be reviewed.

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Document Information: [M-2018](#)

Parent Information: [M-2018](#)

[Details](#)

| Info | Document Type |
|------|---------------|
| | FSR |

OPAL FSR

Organization Name: Non Profit
Address: 123 E
Detroit, Michigan, 48900

Total Amount Requested: \$5,000.00

FSR Status: FSR in Progress

FSR Progress:

0%

Status Changes

Possible Statuses

FSR SUBMITTED

[APPLY STATUS](#)

FSR CANCELLED

[APPLY STATUS](#)

[Top of the Page](#)

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FSR Review Required

The FSR will then go into FSR submitted for the champion to review. The Champion will review the FSR payment request page, the Expense Detail, and supporting Documentation.

Instructions: The following is a summary of the current Financial Status Report, which shows, among other things a breakdown, by budget category, of all expenses reported to date, the balance remaining for the grant budget, and the total payment requested this report period. Individuals expenses are reported on the expense detail form and then used in the calculations below.

Expense Summary

Grant Information

Award Amount: \$354,940

% of Grant Paid Out: 1%

Term: 10/04/2018 to 10/05/2020

Max Deviation:

Current Deviation:

Payee:

Environ. Release Date



Report Information

Date Submitted: 02/14/2020

Request #: 1

Final Report: Yes ☐ No ☒ *

Status: FSR Modifications Required

Current Report Period: 01/02/2020 * to 02/01/2020 *

Check Date:

Check #:

Check Amount:

Comments to the Review Team from the Grantee:

Expense Detail

Add an Expense Item

Activity *

Developer Item Fee? ☐

Invoice Date *

Description 0 of 1000 *

Amount of Invoice *

Amount billed to MSHDA *

Expenses incurred during the current report period

| Delete? | Budget Category | Item | Activity | Developer Fee Item? | Invoice Date | Description | Amount of Invoice | Amount Billed to MSHDA |
|--------------------------|----------------------|----------------------|----------------------|--------------------------|--------------|---------------------------|-------------------|------------------------|
| <input type="checkbox"/> | Administrative Costs | Administrative Costs | Administrative Costs | <input type="checkbox"/> | 2/4/2020 | Roof for 123 S. Bill Lane | \$5,000 | \$5,000 |

SUPPORTING DOCUMENTATION

Please submit documentation supporting expenses.

1. Click on the browse button below and select the supporting documentation to upload
2. Click on the save button above

- ☐ Advance only, no supporting documents required.
☒ Expenses submitted, supporting documents required.

Description:

Date:

| | | | | |
|----------------------|---|--|---------------------------------|------------|
| <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> | <input type="checkbox"/> DELETE | 02/14/2020 |
| | 826224 1149217-43551095 10212988947503510 7607088453670404096 n.jpg | | | |
| <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> | | |

If everything looks good they will send the FSR to FSR review required. If it has errors they will send it back for modifications.

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Document Information: [M-2018](#)

Parent Information: [M-2018](#)

[Details](#)

Info

Document T

FSR

OPAL FSR

Organization Name: Non Profit
Address: 123 East River
Detroit, Michigan, 48900

Total Amount Requested: \$5,000.00

FSR Status: FSR Submitted

FSR Progress:

20%

Status Changes

Possible Statuses

FSR REVIEW REQUIRED

[APPLY STATUS](#)

FSR GRANTEE MODIFICATIONS REQUIRED

[APPLY STATUS](#)

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